



JOB POSTING

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ASSISTANT SECTION CHIEF **Administrative and Regulatory Enforcement Litigation Section**

Summary: Attorney responsible for assisting the Section Chief with the supervision of the Administrative and Regulatory Enforcement Litigation Section consisting of attorneys, paralegals/support staff, and law clerks, in addition to maintaining an appropriate case load. Reports to Section Chief.

Duties/Responsibilities: Essential Duties and Responsibilities include assisting the Administrative and Regulatory Enforcement Litigation Section Chief with the following:

- Representing the State's interests in the prosecution and defense of cases in state and federal courts and in administrative proceedings. The Section's cases, many of which are complex and high-profile, involve a wide variety of claims including judicial review, tax, environmental, election, qui tam, whistleblower, and constitutional.
- Assigning cases, overseeing litigation strategy, requests for settlement authority, and supervising the prosecution and defense of cases; overseeing Section's case management and reporting functions regarding statistics and case status.
- Recruiting, interviewing, training, and supervising attorneys, paralegals, support staff, and law clerks; reviewing personnel issues, and reviewing and approving leave requests, work schedules, time sheets and travel.
- Overseeing the formulation and implementation of short-term and long-term goals designed to enhance efficiency and effectiveness. Overseeing the development and implementation of policies, procedures, and protocols within the Section through coordination with the Chief Counsel for Litigation.
- Advising and consulting with client agencies regarding litigation. Keeping supervisor, client agencies, and other appropriate parties informed of ongoing matters to establish a cooperative working relationship based on mutual trust, communication, and understanding of goals.
- Maintaining an appropriate case load in addition to administrative duties described herein.
- Perform other legal and administrative duties as assigned at the direction of the Section Chief or designee.

Qualifications:

- Supervisory/Management experience preferred.
- Five (5) or more years of practice preferred.
- Ability to zealously negotiate settlements or mediated resolution of cases.
- Ability to work well with clients and witnesses.
- Strong sense of ethics, awareness of potential conflicts of interest that arise in public sector, adherence in all respects to Rules of Professional Conduct and State ethics rules.
- Sensitivity to concerns about individual liability and indemnification. Awareness of public relations and implications of high-profile cases.